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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.

Issued: October 22, 1938

NORTHEAST REGION

1939 PROCEDURE FOR THE ELECTION OF COMMUNITY AND COUNTY COMMITTEEMEN AND OPERATION OF COUNTY AGRICULTURAL CONSERVATION ASSOCIATIONS

PART I. General

These instructions are issued in accordance with and to supplement the Articles of Association of County Agricultural Conservation Associations as amended July 28, 1938 (Form ACP-71). They are designed to provide in one place the necessary instructions relative to 1939 organization activities. Community elections held prior to November 10, 1938 shall not be invalidated by reason of failure of election procedure to conform with these instructions, provided the procedure followed conforms with the Articles of Association.

It is contemplated that program activities involving Committeemen under the 1939 program such as the establishment of 1939 acreage allotments will begin early this winter. Consequently, it is desirable that organization work involving the election of County and Community Committeemen be performed well in advance of 1939 program activities, in order that Community and County Committeemen may be qualified and prepared, without question, to perform effectively the necessary program activities from the beginning of the 1939 program. As provided in Article V, Section 55 of Form ACP-71, it is contemplated that the terms of office of all Community and County Committeemen and officers of association will begin on January 1, 1939.

PART II. Outline of 1939 Organization Procedure

The essential organization activities to be performed prior to the 1939 program activities include the following and should be performed in the order listed:

1. Determination of local administrative areas or community boundaries.
2. Community educational and election meetings.
3. County convention for election of County Committeemen.
4. Transmittal of organization forms.

PART III. Determination of Community Boundaries

In accordance with Article IV, Section 41 of Form ACP-71, the

county may be divided into local administrative areas or communities, the boundaries of which shall be fixed by the Secretary of Agriculture and no such boundary shall include more than one county or parts of different counties. Community boundaries may conform with the boundaries of minor civil divisions or townships but may include all or a part of more than one such townships or minor civil divisions. The present community boundaries should be studied and reestablished, or changed, as it is necessary that a recommendation be made by each 1938 County Committee as to the location of 1939 community boundaries for approval by the Secretary. Community boundaries should as far as possible conform with the limits of areas naturally constituting farm communities. The recommendation of 1939 community boundaries shall be made on Form ACP-80 entitled "Community Boundaries".

A. Preparation of "Community Boundaries" (Form ACP-80)

This form shall be prepared in triplicate. Enter in the upper right-hand corner in the spaces provided the name of the County and State. Submit on an attached sheet or on the reverse side of Form ACP-80 a map of the county with the proposed communities distinctly outlined and identified by name, letter or number.

Enter on Form ACP-80 in column 1 the name, letter or number of each community as it appears on the back.

Enter in column 2 the total number of farms in the community eligible to participate in the program based on the best information available to the County Committee.

Enter in column 3 the number of 1938 work sheets (Form NER-208). This should conform with the number of farms in the community on which performance is being checked in 1938.

Enter in column 4 the estimated number of applications for payment for the community in 1938.

The Chairman of and Secretary to the County Committee shall then sign all three copies of the form in the spaces provided for their signature.

B. Transmittal of "Community Boundaries" (Form ACP-80)

Three copies of Form ACP-80 prepared as outlined in the preceding paragraph shall be transmitted to the State Committee. The State Committee will make any changes in each copy necessary to insure the establishment of community boundaries in conformity with the Articles of Association and consistent with sound organization procedure. After correction and approval by the State Committee the original corrected copy shall immediately be forwarded by the State Committee to the Director of the Northeast Division for final correction and approval.

Upon receipt of approval by the Regional Director of the boundaries as recommended, the State Committee will make the necessary corrections in the two remaining copies of Form ACP-80 and return the corrected third copy of the form to the County Committee with instructions to proceed with election meetings.

PART IV. Community Educational and Election Meetings

A. Preparation for Community Meetings

The date and place of all community meetings should be given full publicity. Such publicity shall include a written notice mailed, at least five days prior to the time of the meeting, to all persons in the community who, upon the basis of the information available to the County Committee, are eligible to participate in any program administered by the association. All other available means of publicity including items in local newspapers, the posting of notices and radio should be utilized.

B. Order of Business at Community Meeting

The Chairman of the Community Committee for 1938 or, in his absence or inability to serve, the Vice Chairman, shall act as Chairman of the meeting for the election of the Community Committeemen for 1939. Following the election of the Community Committeemen, there shall be elected one delegate and one alternate delegate to the County Convention. The newly elected Committee shall then prepare and transmit the required organization records to the County Committee.

C. Persons Eligible to Vote in Community Elections

All persons qualifying under Article III Sections 31 and 32 of the Articles of Association (Form ACP-71) as members of the association are eligible to vote in community elections. Each member is entitled to only one vote and a person having an interest in farms in more than one community will be permitted to vote at only one community meeting. Voting by proxy is not permitted.

For the purpose of making the determination as to who is eligible to vote in a community election, it is suggested the privilege of voting will be extended only to those persons who sign the following statement:

"The undersigned hereby makes application for membership in the _____ County Agricultural Conservation Association and states that, in connection with farming operations in 1939 on farm land located in _____ community, he will be entitled to receive all or a share of the crops produced thereon, or the proceeds thereof; and that he intends to participate or cooperate in a program administered by such association".

The names of persons who sign this statement will constitute the

register of members eligible to vote at the community election meeting.

D. Election of Community Committeemen, Delegate and Alternates

Instructions governing elections in the Northeast Region this year will be limited to the following general provisions:

1. All elections shall be by written ballot.
2. Every effort should be made to secure as complete participation as possible in the elections by those eligible to vote.
3. The election procedure should be consistent with the Articles of Association and accepted democratic election methods.
4. Except in the case of prior approval by the Director of the Northeast Division to elect a smaller number, the members of the association in each community shall elect a community committee of three members, one of whom shall be elected as Chairman and one as Vice Chairman and, in addition, a first and second alternate member of the Community Committee who will serve in the order elected in case of the absence, resignation, disability, disqualification or removal of any committeeman.
5. Prior to the election of Community Committeemen, the Chairman of the meeting shall select a Secretary of the meeting. He shall then read to the members present Article V, Section 51 of Form ACP-71, entitled "Eligibility of Committeemen, Delegates and Alternates", in order that only persons eligible to serve may be elected. The Chairman shall also read Article VI, Sections 63 and 64, entitled "Duties of Community Committees" and "Duties of Officers of Community Committees", respectively.

A challenge made by any person concerning the validity of the procedure followed at any community election will be recognized only if made prior to January 1, 1939.

E. Suggested Tentative Procedure for Community Elections

The following procedure is outlined only as a suggestion with respect to community elections for 1939. It is expected that detailed regulations similar to these for next year will be adopted following conferences with representatives of the States. It is desired, however, that the following suggested procedure be adhered to as far as practicable this year, thus contributing to orderly and democratic conduct of the elections and providing an adequate test of the proposed procedure:

Each State Committee shall select, subject to the approval of the Regional Director, the method of voting to be followed in the State. The method selected shall be the one of the following two which would seem to insure the largest possible participation in community elections.

Method A

The delegate, community committeemen and alternates will be elected by the persons present and qualified to vote at a community election meeting called for that purpose by the County Committee.

Nomination for each office shall be made by written ballot and the three persons receiving the highest total number of votes on such nominating ballot shall be declared nominated.

If one member receives a majority of all votes cast in the nominating ballot, he shall be declared elected.

If no member receives a majority, a ballot shall next be taken for the election of one of the three members nominated and if one of the three nominees receives more than one-half of all votes cast, he shall be declared elected.

In the event that no nominee receives more than one-half of all votes cast, a third ballot shall be taken on the two candidates receiving the highest number of votes cast and the person then receiving the majority of votes shall be declared elected.

As soon as the new Community Committee Chairman has been elected, the Acting Chairman shall then turn the meeting over to the newly elected Chairman, if he be present. If not, the Acting Chairman shall continue to preside until the Vice Chairman has been elected. Members of the Community Committee, delegate and alternates, shall be elected as outlined above and in the following order:

Chairman
Vice Chairman
Third Member
First Alternate
Second Alternate
Delegate
Alternate Delegate.

Method B.

The delegate, community committeemen and alternates will be nominated by the persons present and qualified to vote at a community meeting called for that purpose and later elected by a majority vote of the members who will personally cast written ballots under the supervision of the County Committee in a ballot box located at a convenient place in the community and at a time designated by the County Committee, or mail their ballots to the County Office.

Nomination

Under this method each person present at the election meeting and eligible to vote will be provided with a ballot on which to write the names of ten persons chosen by him to serve as members or alternate members of the Community Committee and the names of four persons chosen by him to serve as delegate or alternate delegate to the County convention.

The ten persons receiving the largest number of votes at the nominating meeting shall be declared nominated as community committeemen and eligible for election if qualified under Article V of the Articles of Association.

The four persons receiving the highest number of votes cast for delegate and alternate delegate shall be declared nominated and eligible for election if qualified under Article V of the Articles of Association.

The results of the community nominating meeting shall then be certified by the Chairman and Acting Secretary of the meeting and transmitted to the Secretary of the County Association.

Election

All persons in the community eligible to vote will be furnished by mail from the County Office suitable ballots and instructions for their use. The ballots should carry the following:

1. A list of the ten persons nominated for election as community committeemen and the names of the four persons nominated for election as delegate and alternate delegate.
2. The date on which the ballots will be counted.
3. The address of the County Office or be accompanied by an envelope addressed to the County Office.
4. The following statement, arranged in a manner so that the member, when signing the ballot, will also sign the statement:

"The undersigned hereby makes application for membership in the _____ County Agricultural Conservation Association and states that, in connection with farming operations in 1939 on farm land located in _____ community, he will be entitled to receive all or a share of the crops produced thereon, or the proceeds thereof; and that he intends to participate or cooperate in a program administered by such association".

Signed ballots only will be acceptable in voting by mail. The same ballot used in voting by mail could be used in voting by depositing the ballot in a ballot box at a conveniently located place in the community. In this event, however, the persons voting will be required to sign the register of members as outlined in Part IV-C of these instructions and, consequently, will not be required to sign the ballot.

Each member voting by this method will select from the list of nominees his choice of five persons to serve as members or alternate members of the Community Committee and his choice of two persons from the list of nominees to serve as delegate and alternate delegate.

As soon as the time allowed for voting by ballot at the community ballot box or by mail has expired, the results of the election shall be tabulated by the County Committee. The five persons receiving the highest number of votes shall be declared elected as members and alternate members of the Community Committee. The persons receiving the highest number of votes shall be elected Chairman; the second highest, Vice-Chairman; the third highest, Third Member; the fourth highest, First Alternate; and the fifth highest, Second Alternate. The person receiving the highest number of votes as Delegate shall be elected Delegate, and the person receiving the second highest number of votes for Delegate shall be elected Alternate Delegate.

As soon as determined, the results of the election shall be made public by the County Committee and the persons elected shall be notified.

Under this method of election Form ACP-81, "Minutes of Community Meeting", will be certified by Chairman of and Secretary to the County Committee.

F - Preparation of "Minutes of Community Election Meeting" (Form ACP-81)

Immediately following the completion of election of Community Committeemen and delegates to the County Convention, Form ACP-81 "Minutes of Community Election Meeting", shall be prepared in triplicate and signed by the newly elected Chairman of the Community Committee and the Secretary who acted during the election meeting. One copy of Form ACP-81 as certified by the Chairman of the Community Committee and Acting Secretary of the meeting shall be handed to the delegate elected to represent the community at the County Convention. The remaining two certified copies of Form ACP-81 shall be forwarded to the County Committee.

The certified copy of Form ACP-81 shall constitute the authority for the delegate or the alternate delegate, if he be acting, to represent the community at the County Convention provided such delegate or alternate is eligible to serve under Article V of the Articles of Association, as amended. It should be noted that in executing Form ACP-81, the Chairman of the Community Committee and Acting Secretary certify that the persons elected are eligible to serve in accordance with Article V of the Articles of Association. It is their responsibility to make this determination. If a Community Committeeman or delegate has been elected who is not eligible, the newly elected Chairman and Acting Secretary shall note the reason for such ineligibility of any person on Form ACP-81.

In case a person has been elected or selected who is later determined to be ineligible a vacancy shall exist, which vacancy shall be filled in accordance with Section 45, Article IV of Form ACP-71.

PART V. County Convention for Election of
County Committeemen.

Within the time prescribed by the Director of the Northeast Division or the State Committee a County Convention of the delegates elected at community elections shall be held for the purpose of electing the County Committee. The Chairman of the 1938 County Committee or, in his absence or inability to serve, the Vice Chairman or, in his absence the third member, or representative of the State Committee, shall preside at the County Convention until a new Chairman of the County Committee is elected. The Secretary of the County Committee shall act as Secretary of the Convention. Each delegate or alternate delegate present shall file with the Secretary Form ACP-81 showing that he is the duly elected delegate or alternate for his community and that he is eligible to participate in the election of the County Committee. These certified Forms ACP-81 will constitute a roster of those present and entitled to vote. The Acting Chairman shall read to and discuss with those present the Articles of Association directing particular attention to Article VI, Section 61 entitled "Duties of County Committee."

Election of County Committee

Following a discussion of the duties and requirements of persons eligible to serve as members of the County Committee, the delegates will proceed to nominate and elect by written ballot a County Committee of three members and, in addition, a first alternate and a second alternate member.

So far as practicable, the convention of delegates should elect County Committeemen who will fairly represent the various sections and types of agriculture in the county.

PART VI. First Meeting of the County Committee.

As soon as possible following the election of the County Committeemen and Alternate Committeemen, a meeting of the newly elected County Committee shall be held.

Selection of Secretary to and Treasurer of the County Committee

The first item of business for the newly elected County Committee shall be the selection of a Secretary to and Treasurer of the County Committee in accordance with Sections 52 and 53 of Article V of the Articles of Association. In this connection, it should be noted that neither the Secretary nor Treasurer shall be a member of the County Committee and need not be a member of the association.

The County Administrative Assistant or the County Agent, however, is eligible for selection as Secretary to the County Committee. If neither the County Agent nor the County Administrative Assistant is selected as Secretary the person selected should preferably be a clerical employee of the County Committee who has training in office procedure.

The offices of Secretary and Treasurer may be combined into the office of Secretary-Treasurer. In this event, it is recommended that the person chosen for this office be the County Administrative Assistant. Otherwise, it is recommended that a clerical employee of the Association be selected as Treasurer of the County Committee. The County Agent is not eligible to serve as Treasurer or Secretary-Treasurer of the Association.

Preparation of "Report of Election Meeting of Delegates to County Convention" (Form ACP-82)

Immediately after the first meeting of the County Committee, Form ACP-82 shall be executed in triplicate and certified by the Chairman of and Secretary to the County Committee. It should be noted that the Chairman of and Secretary to the County Committee in signing Form ACP-82 certify that the Committeemen elected and the Secretary and Treasurer selected are eligible to serve in accordance with Article V of the Articles of Association. If, contrary to the approved procedure, a County Committeeman or Alternate Committeeman has been elected or a Secretary or Treasurer has been selected, who is ineligible, the Chairman and Secretary shall note this fact on Form ACP-82 and state the reason why he is ineligible. No person elected or selected for an office or position for which he is ineligible shall qualify for such office or position and any claims included on Form ACP-9 for any person ineligible to serve in the office or position for which the claim is made shall be disallowed by the Chairman and Secretary when Form ACP-9 is certified. In case Form ACP-82 shows the election or selection of any person not eligible to serve, a vacancy shall exist, which vacancy shall be filled in accordance with Section 45, Article IV of Form ACP-71.

PART VIII. Transmittal of Organization Forms and Reports

Immediately following the first meeting of the County Committee and the selection of a Secretary or a Treasurer, the person selected as Secretary shall transmit to the State Committee the following forms:

1. Form ACP- 81 "Minutes of Community Meeting", for each Community - original and first copy.
2. Form ACP- 82 "Report of Election Meeting of Delegates to Community Convention" - original and first copy.
3. Minutes of County Convention and minutes for first meeting of County Committee at which Secretary and Treasurer were selected - original and first copy of each.

The State Committee shall then transmit to the Director of the Northeast Division the original of each of the foregoing organization forms.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

